

IOWA – EIP Assessment Implementation and Migration Weekly Project Status Report

Weekly Status Report

Submitted by: Mike Trausch/Mark Peterson Week Ending: December 24, 2004

PROJECT STATUS

Overall Project Status Level

Green

ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops
 - Week 3 finalize activities, timeline and cost estimates, considering:
 - Review Activity Sheets for accuracy
 - Develop internal department & agency labor hour estimates associated with each activity
 - Review timeline for consensus
 - Share preliminary draft for feedback
 - Incorporate changes to create working draft

The team reviewed and consolidated specific key activities. Review and discussion combined several activities resulting in 10 final Key Activities. Team validated timelines and developed internal department and agency labor hour estimates required to support completion of key activities.

Team facilitators presented the Preliminary Draft Implementation and Migration Report to team for review and concurrence. Team generally concurred with format and content. Coeur facilitators will incorporate changes to reflect final Key activity descriptions and timeline.

PROBLEMS, CONCERNS AND RECOMMENDATIONS

1. No problems or concerns at this time.

ACTIVITIES SCHEDULED FOR NEXT WEEK

• Week 4 – Finalize Draft Report and develop presentation package for Governor

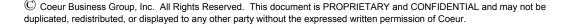
COEUR SUMMARY STATUS OF DELIVERABLES

Funding (EPfMO)—Mark Peterson, Facilitator/Erv Fett, Chair

Project Status Report

1

12/28/04







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Complete ☑	Deliverable	Status	Due Date	
\square	Team Mission Statement	Completed	12/9/04	12/9/04
\square	Weekly Status Report	Completed	12/23/04	12/23/04
	Develop Risk Assessment	Completed	12/23/04	12/20/04
	Define Barriers and Issues	Completed	12/16/04	12/14/04
	Conduct Risk Assessment	Completed	12/21/04	12/20/04
	Prioritize Risk	Completed	12/16/04	12/14/04
	Define Mitigation Plan	Completed	12/21/04	12/20/04
	Develop Project Plan	Completed	12/23/04	12/20/04
Ø	Work plan with realistic timeframes for implementation	Completed	12/21/04	12/20/04
	Implementation costs by fiscal year	Completed	12/21/04	12/20/04
	Budget Process guidelines	Completed	12/16/04	12/14/04
\square	Process maps and control points	Complete	12/21/04	12/20/04
	Project Plan dealing with Critical applications and setting priorities for installation	N/A	12/21/04	
abla	Resources to implement consolidation/on-going needs	Completed	12/21/04	12/20/04
	Installation plans (include disposition of existing hardware and software)	N/A	12/21/04	
	Business requirements during transitional and final phases of consolidation	N/A	12/21/04	
	Cultural Considerations	Complete	TBD	12/20/04
	Define barriers and issues	Complete	TBD	12/14/04
\square	Communications Plan	Complete	TBD	12/20/04
\square	Staffing Plan	Complete	TBD	12/20/04
	State Code Changes	Complete	TBD	12/14/04
Projec	t Status Report	2		12/28/04

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Complete ☑	Deliverable	Status	Due Date	Date Completed
Ø	Develop Key Activities and Framework for Recommendations		12/23/04	12/20/04
\square	Define Key Activities	Complete	12/9/04	12/9/04
\square	Define Event Horizons	Complete	12/16/04	12/14/04
\square	Define Milestones and Expected Outputs	Complete	12/16/04	12/20/04
\square	Define Implementation Cost Elements	Complete	12/21/04	12/20/04
	Presentation Package for Governor		1/14/05	
	Develop Executive Presentation		12/21/04	
	Final Presentation Review		1/11/05	
	Executive Sponsor Reviews		1/13/05	
	Executive Presentation		1/14/05	

Project Status Report

12/28/04

